

For a current list of open police department positions, click ["Current Job Openings"](#) .

Testing for the position of Police Officer Recruit is conducted as needed and there is currently no testing scheduled. We receive many requests for information specific to the Police Officer Recruit position and therefore have included detailed information below. Soon we will add links with information for other police department positions.

City of Covina

Police Recruit / Officer

2011 Monthly Salary: A) \$5197 B) \$5456 C) \$5729 D) \$6015 E) \$6316 F) \$6473.90 G) \$6635.75 H) \$6801.64

**Position:** Police Officer Recruit / Trainees are classified as non-sworn for the purpose of employing police officer candidates during initial basic police officer academy training. Police Recruits will be afforded the opportunity to be sworn in as a probationary entry-level police officers with full police authority upon successful and satisfactory completion of academy training. Under general supervision, a police officer patrols an assigned area in the prevention of crime and the enforcement of law and order; carries out special assignments in the protection of life and property; and does related work as required.

**Essential Functions:** (Include but are not limited to the following)

Patrols assigned areas by car, foot, motorcycle or bicycle; performs crime suppression and prevention activities, answers special calls; conducts initial and follow-up investigations; interviews victims, complainants and witnesses; answers complaints including domestic disturbances, health code and local ordinance violations; performs surveillance activities; conducts chemical, drug and alcohol testing; investigates suspicious circumstances.

Enforces traffic laws; conducts complete accident investigations; controls and directs traffic when necessary; performs crowd control, special event or riot duties; assists in crime prevention activities and the control of juvenile delinquency; counsels and educates the community;

administers first aid in cases of emergency; transports, books and is responsible for the care and custody of detained persons.

Obtains and processes evidence; takes written statements; prepares required reports and maintains investigative records; serves warrants and subpoenas; testifies effectively in court proceedings; provides information and referrals in non-criminal situations; contacts and cooperates with other law enforcement agencies as warranted.

### PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending squatting, and stooping in the performance of daily activities. The position also requires both near and far vision, the ability to distinguish colors and acute hearing. Additionally incumbents may work outdoors in all weather conditions, including wet, hot and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence and the potential risk of exposure to chemical and biological hazards in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions. The need to lift 25 pounds or more is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### MINIMUM QUALIFICATIONS:

**Education and/or Experience:** Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Police Officer. A typical way of obtaining the required qualifications is to possess a high school diploma or equivalent, and be 21 years of age by the time of sworn appointment. Prior experience in law enforcement and successful completion of some college course work in criminology, police sciences or a related field is desirable.

**License/Certificate:** Possession of, or ability to obtain a valid Class C California driver's license, and possession of a Basic Certificate from P.O.S.T. Must be a U.S. citizen or permanent resident alien who is eligible and has applied for U.S. citizenship.

KNOWLEDGE/ABILITIES/SKILLS (The following are a representative sample of KAS's necessary to perform essential duties of the position)

Basic principals of mathematics, operation of modern office equipment, computers and applicable software, techniques for record keeping and report preparation and writing; proper English, spelling and grammar. Must have the ability to gather, analyze and evaluate facts and evidence and reach sound conclusions; act quickly and calmly in emergency situations; enforce traffic laws; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; work a variety of shifts as assigned; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships. Must possess the skill to safely and effectively operate a variety of law enforcement equipment, firearms and a police vehicle in emergency situations.